

Declaration: -

The Freedom of Information Act commits a Parish Authority to:-

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- specify the information which is held by the authority and falls within the classifications below.
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- review and update on a regular basis the information the authority makes available under this scheme.
- produce a schedule of any fees charged for access to information which is made proactively available.
- make this publication scheme available to the public.

Classes of Information

Class of Information	How the information can be obtained	Cost
Who we are and what we do. (Organisational information, locations and contacts, constitutional and legal governance)		
1. Who's who on the Council and its Committees. 2. Contact details for Parish Clerk and Council members 3. Location of main Council office and accessibility details 4. Staffing structure	Website and/or Hard Copy upon request to the Parish Clerk	Hard Copies are 20 p (photocopying) per page + postage
What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.		
1. Annual return form and report by auditor 2. Finalised budget 3. Precept 4. Financial Standing Orders and Regulations 5. Grants given and received 6. List of current contracts awarded and value of	Items 2 & 3 are available on the website and/or Hard Copy. All others are available on Hard Copy only upon request to the Parish	Hard Copies are 20 p (photocopying) per page + postage

contract	Clerk	
7. Members' allowances and expenses		
What our priorities are and how we are doing. (Strategy and performance information, plans, assessments, inspections and reviews).		
1. Parish Plan 2. Annual Report to Parish or Community Meeting	Website and/or Hard Copy upon request to the Parish Clerk	Hard Copies are 20 p (photocopying) per page + postage
How we make decisions. (Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations).		
1. Timetable of parish meetings 2. Agendas of parish meetings 3. Minutes of meetings 4. Reports presented to parish council meetings - 5. Responses to consultation papers (available from PC minutes) 6. Responses to planning applications (Available from PC minutes) 7. Bye-laws	Website and/or Hard Copy upon request to the Parish Clerk except for item 7 which is available on a hard copy only.	Hard Copies are 20 p (photocopying) per page + postage
Our policies and procedures. (Current written protocols for delivering our functions and responsibilities).		
1. Policies and procedures for the conduct of council business: 2. Procedural standing orders 3. Committee and sub-committee terms of reference 4. Delegated authority in respect of officers 5. Code of Conduct 6. Policy statements 7. Equality and diversity policy 8. Health and safety policy 9. Recruitment policies (including current vacancies) 10. Policies and procedures for handling requests for information 11. Complaints procedures (including those covering requests for information and operating the publication scheme) 12. Information security policy 13. Records management policies (records retention, destruction and archive) 14. Data protection policies Contact Clerk 15. Schedule of charges (for the publication of information)	Items 5 & 6 are available on the website and/or Hard Copy upon request to the Parish Clerk. All others are available on a hard copy only.	Hard Copies are 20 p (photocopying) per page + postage

Lists and Registers. (Information held in registers required by law and other lists and registers relating to the functions of the authority).		
Assets Register Register of members' interests Register of gifts and hospitality (none to date)	Website and/or Hard Copy upon request to the Parish Clerk	Hard Copies are 20 p (photocopying) per page + postage
The Services we Offer. (Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered).		
1. Parks, playing fields and recreational facilities. 2. Seating, litter bins, memorials and lighting. 3. Bus shelters.	Website and/or Hard Copy upon request to the Parish Clerk	Hard Copies are 20 p (photocopying) per page + postage

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.